

INSTRUCTIONS - SCHOOL NUTRITION PROGRAMS - Part 2

The School Nutrition Programs Application consists of pages to be completed and returned with site information and appropriate attachments to the Policy Statement, such as the letter to parents, application for free and reduced price meals, and if a pricing program, the notification letter. This applies to Local Agencies, both new and newly merged, which are operating the National School Lunch Program, School Breakfast Program, and/or Special Milk Program.

One copy is to be completed with an original signature and returned to the State Agency. The application is available on the website for downloading and completing on your own computer <http://www.state.sd.us/deca/CSCF/CANS/Forms/Applications/SNP/index.htm>. Look under Forms & Documents. The application cannot be submitted electronically at this time because it requires a signature.

A copy of the application and an approval letter from the South Dakota Department of Education, Child and Adult Nutrition Services, will be sent to you after it has been determined that the application meets all guidelines and regulations.

Parts 4, 5, and 6, as well as the regulations along with their instructions and policies govern the program. The approved Parts 2, and 3 as well as Parts 4 - 6, are permanent and are to be kept at the School Food Authority for 3 years past the year that the program ceases operation. Part 1 and the Attachments are updated annually and are to be kept for 3 years past the year.

PART 2 - APPLICATION

Fill in the Local Agency Name and the 7-digit Local Agency number CANS uses, if you know it.

A. PROGRAMS

Check the program(s) the school food authority desires to participate in. Check Food Distribution if you plan to order commodities.

B. PRICING STRUCTURE

Indicate whether the programs are pricing (charges for meals or milk) or non-pricing (does not charge for meals or milk). Check the option chosen for Pricing Special Milk Programs if applicable.

C. SEVERE NEED BREAKFAST

List the sites at which the agency is applying to operate severe need breakfast. This requires that a site (building) served 40% or more free or reduced-price lunches in the second prior year.

It is acceptable to operate with some sites on the regular reimbursement option and others on the severe need reimbursement option.

D. SNACK AFTER SCHOOL

Check the appropriate answers and provide answers to the questions asked. Refer to the agreement (Part 4) for additional information or refer to the website under Programs. Part 3J asks for additional site specific information.

E. AUDIT

List the information requested.

F. MENU PLANNING OPTIONS

Check the type of menu planning which the food service uses. Be sure that both administration and food service operation are both aware of this choice. If the Assisted Nutrient Standard Menu Planning option is chosen, schools must submit menus and recipes to the State Agency

for review before using them. If the alternative option is chosen, the plan of action must be submitted for approval prior to implementation.

G. FREE & REDUCED PRICE ELIGIBILITY

1. Frequency and method of obtaining applications: Indicate how frequently applications will be obtained. If you need more information on Provision 1, 2, or 3, contact Child and Adult Nutrition Services or the website under training and technical assistance. Attendance at workshop on Special Provisions is required before the approval for Special Provisions is given.

SFAs participating in Provisions 2 and 3 are allowed to request extensions to the initial cycle if it can be determined that available socioeconomic data indicates that the income level of the school population has remained stable since free and reduced price applications were taken. Schools are not required to take new applications if approved socioeconomic data indicate that the economic status has remained stable or has decreased. Schools that plan to request the extension should contact Child and Adult Nutrition Services for additional guidance.

Residential Child Care Institutions (RCCI) may obtain information through one of two means for residential students. Staff may use the roster provided or develop a different roster containing the same information. An approved application must be on file if meals for day students attending education programs are claimed for reimbursement at free or reduced price rates.

2. Determining/hearing officials: Enter the names and titles of the two different officials who will determine the eligibility of applicants for free and reduced price meals and who will hear any appeals made by parents if they disagree with the original determination. The hearing official should rank higher than or be independent of the determining official. Nonpricing programs do not need a hearing official.

H. MEAL/MILK BILLING AND PAYMENT COLLECTION

Describe, on a separate page if needed, how payment for meals/milk will be billed and collected without overt identification. Nonpricing programs do not need a collection procedure.

I. CLAIM PREPARATION

Indicate whether or not the three edit checks are applied to daily meal counts. Refer to SD numbered memos for the format. Alternate edit checks may be approved if the last review showed no problems with the meal counting and claiming process, and if they meet the purpose of flagging potential errors.

J. ADDITIONAL ATTACHMENTS

Include copies of required documentation and check which documents are attached.

K. CERTIFICATION

Sign the certification that the information is true and correct. Signature should be the same as the person who signs the combined application.